

## Payroll Specialist

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** DOE

**Employment status:** Contract / Temporary

### Description

A large Non-profit is seeking a payroll specialist to work in their office

- Process payroll for employees in the organization
- Maintain personnel database regarding salaries.
- Manage organization budget and expenses
- Report to department supervisor regarding daily activities and issues
- Work directly with clients to achieve organization goals as required
- Address and resolve employee complaints relating to the payroll system
- Work with company database programs to process payroll

### Requirements

3 years of payroll experience is required.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**